

# Strategy Guild Workshop Agenda

**Date:** 7/1/2024

**Time:** 4:00 PM UTC

**Duration:** 1 Hour

## Routine Sections

### *1. Welcome and Objectives (5 minutes)*

- **Welcome and Opening Remarks:** Facilitator welcomes participants.
- **Overview of Meeting Agenda and Objectives:** Outline key topics and desired outcomes.
- **Assigning Note-Taking:** Effiom will take notes and provide a summary for the community.

### *2. Routine Tools and Resources Discussion (10 minutes)*

#### Overview of Available Tools:

- **Discord SNET Server:**
  - **Purpose:** Main point of contact for everyone and the best form of communication for the web3 community.
  - **Utilization:** Facilitate discussions, share updates, coordinate tasks, and provide a platform for real-time communication and collaboration among members.
- **Zoom:**
  - **Purpose:** Video conferencing tool used for meetings, with capabilities for recording video and audio.
  - **Utilization:** Conduct and record meetings. Explain how Zoom recordings can be transcribed for documentation purposes.
  - **Alternative:** Discuss using Discord's built-in audio recording tools and how they can be utilized for ease of access and understanding.
- **Google Docs:**
  - **Purpose:** Archiving and documentation tool.
  - **Utilization:** Store and organize meeting notes, agendas, summaries, and other important documents. Ensure all team members have access to these documents for reference and collaboration.

- **GitHub Repository:**
  - **Purpose:** Backup archives from Google Docs.
  - **Utilization:** Regularly back up all Google Docs archives to a designated GitHub repository to ensure data security and version control.

### Identify Key Tools:

- **Immediate Needs:**
  - **Communication:** Ensure all members are familiar with and have access to the Discord SNET server for effective communication.
  - **Meeting Coordination:** Utilize Zoom for hosting and recording meetings, ensuring that all necessary recordings are properly transcribed and archived in Google Docs.
  - **Documentation:** Consistently use Google Docs for archiving all meeting-related documents, making them easily accessible to all members.
  - **Backup and Version Control:** Use the GitHub repository to back up all Google Docs archives regularly to maintain data integrity and version control.
- **Long-Term Needs:**
  - **Tool Integration:** Explore the integration of other tools that can enhance productivity, such as project management software (e.g., Trello or Asana) to complement the current set of tools.
  - **Training and Support:** Provide ongoing training and support for members to effectively use these tools, ensuring they are leveraged to their full potential.

### ***3. Routine Budget Review (15 minutes)***

#### **Current Budget Status:**

- Presentation of the current financial status, including income, expenses, and key financial metrics.
- Review of the Q3 Total Estimated Cost: \$13,062.00 (or 21,607.94 AGIX).

#### **Establishing a Development Fund:**

- Discuss creating a fund dedicated to tool development.
- Determine the fund amount and its allocation within the budget.

#### **Impact and Justification:**

- Explain the importance and expected impact of this fund on future projects.

## 4. Routine SWOT Analysis (10 minutes)

### Introduction to SWOT Analysis:

- **Explanation:** SWOT Analysis is a strategic planning tool used to identify and analyze the internal and external factors that can impact the success of a project or organization. The acronym SWOT stands for:
  - **Strengths:** Internal attributes and resources that support a successful outcome.
  - **Weaknesses:** Internal limitations and resource deficiencies that could impede success.
  - **Opportunities:** External factors the project or organization can exploit to its advantage.
  - **Threats:** External factors that could cause trouble for the project or organization.
- **Importance:**
  - **Strategic Insight:** Provides a structured approach to evaluating the current state and future potential.
  - **Decision Making:** Helps in making informed decisions by understanding the critical factors involved.
  - **Resource Allocation:** Guides in prioritizing areas where resources should be allocated for maximum impact.
  - **Risk Management:** Identifies potential risks and challenges that need to be addressed.
  - **Goal Setting:** Assists in setting realistic and achievable goals by understanding the landscape.
  - **Communication:** Facilitates better communication among team members by providing a clear framework for discussion.

### Group Activity:

- Identify strengths, weaknesses, opportunities, and threats.

### Summary:

- **Highlight Key Points:**
  - Review the identified strengths, weaknesses, opportunities, and threats.
  - Summarize the most critical internal and external factors that emerged from the SWOT analysis.
- **Implications for Strategic Planning:**
  - **Actionable Insights:** Translate the key points from the SWOT analysis into actionable insights for the organization.
  - **Strategic Priorities:** Determine which strengths to leverage, which weaknesses to address, which opportunities to pursue, and which threats to mitigate.
  - **Alignment with Goals:** Ensure that the strategic priorities align with the organization's overall goals and objectives.
  - **Resource Allocation:** Decide how to allocate resources effectively to maximize strengths and opportunities while minimizing weaknesses and threats.
  - **Risk Management:** Develop strategies to manage and mitigate identified risks.
  - **Monitoring and Evaluation:** Establish a plan for monitoring the implementation of strategies and evaluating their effectiveness over time.

## ***5. Core Contributors and Liaison Role (15 minutes)***

### **Current & All Time Core Contributors:**

- 5 minutes

### **Core Contributor Nomination Process:**

- 5 minutes

### **Role of Core Contributors:**

- Discuss their importance in integrating the guild with the ecosystem.

### **Invitation Process:**

- Locate the list of core contributors and send invitations.
- Discuss the possibility of Felix taking on the liaison role for 3 months.

### **Defining Role Parameters:**

- Define responsibilities, hourly engagement, and compensation for the liaison role.
- Ensure the individual has a good grasp of the ecosystem before finalizing the appointment.

### **Multiple Functions of the Liaison:**

- Educate the guild, evaluate interactions, and identify effective strategies.

## ***6. Action Items and Next Steps (5 minutes)***

### **Assigning Roles and Tasks:**

- Clearly define and assign responsibilities to team members based on the discussion.

### **Consensus on Decisions:**

- Ensure agreement on key decisions made during the meeting.

### **Follow-Up Meetings:**

- Schedule follow-up meetings and establish milestones to track progress.

## ***7. Closing Remarks (5 minutes)***

### **Recap of the Meeting:**

- Summarize the key points and decisions made during the meeting.

### **Final Questions and Comments:**

- Open the floor for any final questions or comments.

### **Thanking Participants:**

- Express gratitude to participants for their time and contributions.